



West Multnomah Soil & Water Conservation District Board Meeting Minutes 5/5/2016

1. **Meeting Location and Time:**

Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 452, Portland

The meeting was called to order by Director Looney at 6:05 PM.

2. **Staff Presentation: Update/Oregon White Oak & Habitats**

Staff member Kern-Korot gave an overview of the characteristics and importance of Oregon white oaks and associated habitats, which are rare and declining in the Willamette Valley. She pointed out the value of individual oak trees in farm fields, which have been shown to attract nearly 150 bird species, and that oak associated habitats host well over 1,000 species of plants, insects, and vertebrate wildlife, including the slender billed nuthatch and western gray squirrel. She shared steps people can take to protect oaks and get involved, including removing invasive species, not damaging trees with compaction or tillage, not fertilizing or over-watering, planting new oaks, and spreading the word about their uniqueness and importance to our heritage. The District has been promoting planting oaks with landowners at multiple sites on Sauvie Island and elsewhere, including along the edges of farm fields, and has distributed oak seedlings to landowners; as has the Sauvie Island Habitat Partnership.

3. **Introductions and Agenda Approval:**

Board Members Present: Directors Looney, Miller, Peterson, Sowder; Board members absent (excused): Preeg Riggsby, Lightcap, Hartline; Associate Directors Present: Anderson, Hamer; District Manager (DM): Cathcart; Staff: Kern-Korot, Razalenti; NRCS Staff: Galland. Agenda approved by consensus.

4. **Minutes:** *WMSW Conservation District 4/7/2016 Board Meeting Minutesⁱ* Director Miller made a motion to approve the minutes as amended. The motion was seconded by Director Peterson and approved by all (4-0).

5. **Treasurer's Report:**

Director Miller gave an update on our financial position, highlighting and explaining variances noted. He also reported that a new lease was signed for the combined office space of Suite 450 and 453, and rent expense will be increasing by approximately \$4,200 per month effective May 1, 2016. The additional expense is within budgeted amounts, which were adjusted in January 2016 by transferring \$20,000 from Contingency. The District will be able to continue to donate a portion of their office space to the Oregon Extension Services Multnomah County Master Gardeners. Questions from the Board to be followed-up on by Staff are: (1) Can the space be sublet, and (2) What is the rent per square foot and how does it compare to similar office space in the area. (UPDATE: The District can sublet only if approved by

property management, Bill Naito. The district pays \$24.23 per square foot for rent which is comparable to similar office space near the Portland downtown core area.)

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of March 31, 2016ⁱⁱ*
- b) *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date March 31, 2016ⁱⁱⁱ*
- c) *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date March 31, 2016^{iv}*

6. Oregon Association of Conservation Districts (OACD) Communications

DM Cathcart reminded the Board that the OACD has a monthly call-in as a way for a Districts' Board and staff to communicate with OACD. Associate Director Anderson gave his impression of the April conference call that he participated in. He thought there were organization issues in terms of roll-call, being efficient, and getting the flow of the call to work. Internal planning for the upcoming OACD business meeting seemed to be a lot of the focus of this call. Dates for the meeting are October 18th-20th. The meeting will consist of the OACD Board and District Managers and Directors from throughout Oregon. DM Cathcart indicated that other topics covered on the call were the upcoming 2017 Oregon Legislative Session, the Sage Grouse Initiative, Tillamook County wetland conservation, a debriefing on the recent CONNECT conference (the annual technical conference for Soil and Water Conservation District technical staff). DM Cathcart estimated there were 90-100 participants on the call. DM Cathcart said the next conference call is May 26th from 10am-11am. Besides DM Cathcart, there is room for one other Director or Associate Director to join the call. Director Lightcap, in his role as the OACD Lower Willamette Basin Chair, is a standing member for the call. Associate Director Hamer will look and see if he can join. (UPDATE: Director Hamer confirmed his interest and availability for this call).

7. U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) Update

NRCS Multnomah County District Conservationist (DC) Galland reviewed recent and upcoming staffing changes for Oregon NRCS. DC Galland will be sitting on interviews for filling a soil conservationist GS-9 position located in Oregon City that could also help on the District's workload. The NRCS is discussing a couple different staffing options for the Lower Willamette River Basin that are being debated due to the pending retirement of Kris Homma, District Conservationist for Clackamas County DC. (UPDATE: There is currently no movement to back-fill this position and the potential retirement date is July 29th). Galland commented that West Multnomah is not the only District having to evaluate its lease options given that NRCS will no longer be hosting District's in NRCS leased space due to the new policy that only allows NRCS to co-locate 150 square feet of space (enough for one District Full Time Equivalent employee) in each office they reside in. In other news, DC Galland indicated that sign-ups for the Soil Health Initiative funding pool are on track and that the forestry funding pool was approved. The proposal for the forestry funding pool was compiled by Kim Gray (formerly Kim Hudnell) with input from Districts including staff member Ahr. The forestry funding pool covers the nine counties in lower Willamette Basin. DC Galland reported that the Enyart Wetland Reserve Program Contribution Agreement – which funds the District to implement scheduled restoration practices – is being finalized.

8. Diversity Equity and Inclusion Initiative

DM Cathcart said to refer to the DEI staff report^v, which also has the summary of the April 6th Diversity, Equity and Inclusion Committee meeting attached. The next Committee meeting is June 24th. Looking

ahead, DM Cathcart announced plans for an upcoming Diversity, Equity and Inclusion “101” Training – scheduled in the fall (October). This training is identified in the District’s annual work plan for Diversity, Equity and Inclusion; its main purpose is to ground all Directors and Staff in what Diversity, Equity and Inclusion is (i.e., what these terms mean, why they are important, and how do they relate to the business of the District), and much more. Key to the training is understanding that everyone must make a personal commitment to Diversity, Equity and Inclusion in order for the District as an organization to succeed. Training is 3.5 hours and is being offered at no cost by the City of Portland. Specific aspects of the training will be reviewed by the Diversity, Equity and Inclusion Committee with details to be presented to the Board at the September Board meeting. DM Cathcart proposed that it will be best to do the training on a Saturday morning when everyone is fresh rather than a weekday evening. The proposed date is ~~Oct. 22nd~~ (UPDATE – changed to **October 29, 2016**) from 9:00 am to 12:30 pm. The plan is to have the training followed by the District’s annual meeting beginning with a catered lunch at 12:30 pm. Besides the luncheon, the annual meeting will consist of its usual program and awards recognition. The annual meeting will conclude with an “Open House” tour of the District’s reconfigured office space. There will be no evening Board meeting in October in lieu of this event. Staff member Razalenti will follow up with an official Outlook invite.

9. Check-in Reports:

a. Associate Director Hamer wants the Board to consider the District to meet with Multnomah County Land Use Division to get the District on the front end of land use applications. Director Sowder said that he does get them. Director Looney gets them if they are in proximity to her. DM Cathcart said when we get an official notice that it gets sent to the applicable Board member whose zone the notice is representing. The ones sent to the District have mostly been decisions. Directors Sowder and Looney described that there are a lot of notices and this could be overwhelming. Staff member Razalenti will connect with Michael Cerbone from the Multnomah Land Use Division on the process, and see if we are uniformly connected. Associate Director Hamer asked about the Intertwine Alliance project. East Multnomah and Clackamas Counties are scheduled for Summit, but not west Multnomah County.

b. Director Looney reported that Linnton Neighborhood Association (LNA) had a meeting the prior night and Portland General Electric (PGE) was there and presented their proposal^{vi} to enhance the wetlands considerably, kill invasive plants for the purpose of benefiting salmon habitat. They are very aware of red-legged frogs and PGE indicated to the LNA their intent to enhance the red legged frog habitat as well. DM Cathcart would like to make sure there is good technical review because salmon and frog habitats don’t necessarily go hand in hand. DM Cathcart would like the District to be in a position to review and comment on PGE restoration plans. Restore Cap talked to LNA about the mill site. They are going to tear this down in the fall. They didn’t want to do this in the spring because of the bats, and wanted to wait until they have migrated.

c. Director Sowder reported that on Monday, the Multnomah County Planning Commission met about the Comprehensive Plan and the transportation plan and they took public comment. Any further comments are due Sunday, May 8th, by 5p. (UPDATE: The actual deadline is close-of-business, Monday May 9th. Staff member Kern-Korot submitted comments on the rural stormwater runoff components of the Comprehensive Plan.) On May 26th the Multnomah County Planning Commission is going to vote on it and then forward to the Multnomah County Board of Commissioners.

10. **District Manager Check-In** (See Staff Report^v)

Staff member Razalenti announced that the District purchased two tickets to the Friends of Trees annual awards and luncheon and are offering to the Board. Director Peterson & Rene Heniey (caretaker) will attend the luncheon. DM Cathcart passes out printed books of the new Meadowsaping Handbook that just came out to all the Directors and Associate Directors in attendance. DM Cathcart commended District staff member Logalbo and her team on the handbook. The Directors were very pleased with the quality of the book. DM Cathcart encouraged Board members to read the staff reports. DM Cathcart is meeting with funders and working on agreements for Sturgeon Lake. The Sturgeon Lake project is starting to move, and there will be more to come. Associate Director Anderson said he gives kudos to the staff that worked on communication about the Asian Gypsy Moth eradication. Director Sowder asked about a trap that he recently saw that said "Property of USDA". DM Cathcart explained that there are delimitation traps being installed to monitor the effectiveness of the recent spraying.

11. **Announcements/Reminders/Confirmation of next Meeting:**

The next Board meeting and budget hearing is June 2nd. Director Looney moved to adjourn the meeting at 8:03 PM; Director Miller seconded; all approved (4-0).

ⁱ WMSWCD 4/7/16 Board Meeting Minutes

ⁱⁱ WMSWCD-Balance Sheet- As of March 31, 2016

ⁱⁱⁱ WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date March 31, 2016

^{iv} WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date March 31, 2016

^v Staff Reports

^{vi} PGE Presentation to Linnton Neighborhood Association regarding Proposed Harborton Wetland Restoration